



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
EUROPE REGION OFFICE
UNIT 29353, BOX 200
APO AE 09014-0200

IMEU-HRD-R

19 October 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Official Mail Managers

1. Commanders of direct-report garrisons must appoint a garrison official mail manager (GOMM) in their directorates of human resources. The GOMM will oversee the Official Mail Cost Control Program for all official mail distribution centers (OMDCs) in their area of responsibility, including DOD and U.S. Army tenant activities. An important part of this responsibility is managing the OMDC postage-funding process, which includes the following:

a. Verifying that SF 1034 (Public Voucher for Purchases and Services Other Than Personal) has been coordinated with the unit resource management office and the Defense Finance and Accounting Service-Europe before approving it to obtain postage funds.

b. Managing the vendor account, ensuring each SF 1034 is processed correctly, and ensuring subordinate-garrison official mail managers request only the amount of postage for which funding is available.

c. Conducting official mail cost-control training. This training must be provided each year to OMDC personnel and when necessary (for example, for new employees, remedial training).

d. Conducting OMDC staff assistance visits each year.

2. Updated policy for the Official Mail Cost Control Program, management of OMDCs, and GOMM responsibilities will be published in AE Regulation 25-51.

3. The POCs are Mr. Jones, DSN 370-9027, and Mr. Alfred, DSN 370-3920, e-mail: adminsvs@ima-e.army.mil.


RUSSELL B. HALL
Director

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